

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

| | | | | | |
|---|--|---|--|---|----------------|
| 1. DATE OF ORDER 06/03/2010 | | 2. CONTRACT NO. (If any) EP-W-10-011 | | 6. SHIP TO: a. NAME OF CONSIGNEE REGION 6 | |
| 3. ORDER NO. EP-DT06-00002 | | 4. REQUISITION/REFERENCE NO. | | | |
| 5. ISSUING OFFICE (Address correspondence to) REGION 6 US ENVIRONMENTAL PROTECTION AGENCY 1445 ROSS AVENUE SUITE 1200 DALLAS TX 75202-2733 | | | | b. STREET ADDRESS US ENVIRONMENTAL PROTECTION AGENCY 1445 ROSS AVENUE SUITE 1200 | |
| | | | | c. CITY DALLAS | d. STATE TX |
| | | | | e. ZIP CODE 75202-2733 | |

| | | | |
|---|----------------|---|--|
| 7. TO: a. NAME OF CONTRACTOR TOEROEK ASSOCIATES INC | | f. SHIP VIA | |
| b. COMPANY NAME | | 8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY | |
| c. STREET ADDRESS 300 UNION BLVD SUITE 520 | | REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated. | |
| d. CITY LAKEWOOD | e. STATE CO | f. ZIP CODE 80228-1552 | |

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|--|--|------------------------------------|--|
| 9. ACCOUNTING AND APPROPRIATION DATA See Schedule | | 10. REQUISITIONING OFFICE R6DSF | |
|--|--|------------------------------------|--|

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|--|--|--|--|---------------------------------|--|
| 11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED | | | | 12. F.O.B. POINT Destination | |
|--|--|--|--|---------------------------------|--|

| | | | | | | | | | |
|--|--|------------------------------|--|------------------------|--|--|--|--------------------|--|
| 13. PLACE OF a. INSPECTION Destination | | b. ACCEPTANCE Destination | | 14. GOVERNMENT B/L NO. | | 15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) | | 16. DISCOUNT TERMS | |
|--|--|------------------------------|--|------------------------|--|--|--|--------------------|--|

17. SCHEDULE (See reverse for Rejections)

| ITEM NO. (a) | SUPPLIES OR SERVICES (b) | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
|-----------------|--|-------------------------|-------------|-------------------|---------------|--------------------------|
| | DUNS Number: 825211824 Information/Records Support for Region 6 Accounting Info: 10-T-06S-302EC7C-2505-06WQWQ00-C001-1006ENC0 06 BFY:10 Fund: T Budget ORG: 06S Program Continued ... | | | | | |

| | | | | | | |
|---|--|---------------------------|----------------------|-----------------|--------------|---------------------------------|
| 18. SHIPPING POINT | | 19. GROSS SHIPPING WEIGHT | | 20. INVOICE NO. | | 17(h) TOTAL (Cont. pages) |
| 21. MAIL INVOICE TO: | | | | | | |
| a. NAME RTP FINANCE CENTER | | \$200,000.00 | | | | 17(i) GRAND TOTAL |
| b. STREET ADDRESS (or P.O. Box) US ENVIRONMENTAL PROTECTION AGENCY RTP-FINANCE CENTER MAIL DROP D143-02 109 TW ALEXANDER DRIVE | | | | | | |
| c. CITY DURHAM | | d. STATE NC | e. ZIP CODE 27711 | | \$200,000.00 | |

| | | | |
|--|--|---|--|
| 22. UNITED STATES OF AMERICA BY (Signature)  | | 23. NAME (Typed) Cora Stanley TITLE: CONTRACTING/ORDERING OFFICER | |
|--|--|---|--|

**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER
06/03/2010

CONTRACT NO.
EP-W-10-011

ORDER NO.
EP-DT06-00002

| ITEM NO. (a) | SUPPLIES/SERVICES (b) | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
|-----------------|---|----------------------------|-------------|----------------------|---------------|-----------------------------|
| 0001 | <p>(PRC):302EC7C Budget (BOC): 2505 Job #: 06WQWQ00 Cost: C001 DCN - Line ID: 1006ENC006 Funded: \$100,000.00</p> <p>Accounting Info: 10-T-6A00P-302DD2C-2505-06WQWQ00-C001-106APL C009 BFY:10 Fund: T Budget ORG: 6A00P Program (PRC):302DD2C Budget (BOC): 2505 Job #: 06WQWQ00 Cost: C001 DCN - Line ID: 106APLC009 Funded: \$100,000.00 TOPO: Karen Hartis Max Expire Date: 04/11/2013 Admin Office: REGION 6 US ENVIRONMENTAL PROTECTION AGENCY 1445 ROSS AVENUE SUITE 1200 DALLAS TX 75202-2733</p> <p>Accounting Info: Period of Performance: 04/12/2010 to 04/11/2013</p> <p>Contract Ceiling and Funding for BASE Period</p> <p>Contract Ceiling and Funding for BASE Period</p> | | | | 200,000.00 | |

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$200,000.00

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Region 6

PERFORMANCE WORK STATEMENT

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

Information/Records Support Task Order

for

Region 6

Region 6

**INFORMATION/RECORDS SUPPORT
PERFORMANCE WORK STATEMENT**

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**INFORMATION/RECORDS SUPPORT
PERFORMANCE WORK STATEMENT****I. INTRODUCTION****A. BACKGROUND**

This Performance Work Statement (PWS) is issued to provide support for Information activities of the Superfund Programs of U.S. Environmental Protection Agency Regions 6. To that end, the Contractor shall perform in accordance with all applicable guidance, regulation, and law. The contractor must be familiar with all U.S. environmental statutes (e.g., Emergency Planning and Community Right-To-Know Act (EPCRA), Resource Conservation and Recovery Act (RCRA), Clean Air Act (CAA), Clean Water Act (CWA) and Toxic Substances Control Act (TSCA), or successor statutes), but must possess particular, demonstrable knowledge of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) as amended by the Superfund Amendments Reauthorization Act (SARA), and the Small Business Relief and Brownfield Revitalization Act ("Brownfields Amendments"), as well as the National Archives and Records Administration (NARA) requirements.

The Agency's responsibility to the public requires the creation and maintenance of records which document every type of Superfund activity and the cost of those activities. These records, regardless of media, must be preserved to ensure their integrity and their availability during the site life cycle for the site and beyond. This Task Order entails support of the Agency to accomplish these dual missions of preservation and production. All aspects of the Superfund Program require records management characterized by efficiency, efficaciousness, and excellence.

B. SCOPE

ADMINISTRATIVE RECORDS SUPPORT: These activities support EPA's efforts to establish an Administrative Record (AR) for each removal and remedial site as required by statute. ARs capture the records and guidance used to document the Remedy selection as captured by the Record of Decision for remedial sites. For removal sites, the AR includes documentation of the guidance, activities and decision-making associated with short-term response actions. The Contractor shall support the production of ARs as indicated in this PWS. The major components of this task involve ensuring proper reflection of the AR in Superfund Document Management System (SDMS) (image quality, document completeness, accuracy of collection, accuracy of document identification), ensuring correct correspondence between SDMS and paper or electronic counterparts, and training of the Environmental Protection Agency (EPA, or Agency) staff in AR collection-building.

FREEDOM OF INFORMATION ACT RESPONSE SUPPORT: These activities support EPA Region 6 Superfund Division in its efforts to responsibly respond to Freedom of Information Act (FOIA) requests ensuring effective coordination with other Superfund Program

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staff.

SUPERFUND DOCUMENTS AND RECORDS SUPPORT: Activities under this task support all aspects of Superfund document and records management, in particular digital conversions of Federal documents and collections of all media and proper indexing and input on of those documents within the SDMS, or other system as defined by task. Records of all types: paper, image, microform and electronic are received and processed. This effort will address continuation of existing document capture and conversion processes (including Administrative Records and Litigation Document Production, to name two needs) and also address new processes that are still in the developmental stage, such as contracts and work performed documentation, and email handling for discovery, among others.

SPECIAL PROJECTS: The Contractor shall be prepared to take on special enforcement or document management projects of an unanticipated nature. The Contractor shall to deploy staff to locations (including disaster areas) that require rapid capture and preservation of documents to support Agency responses and enforcement actions. The Contractor may also be tasked to support other enforcement or document projects including large-scale conversion projects and development and documentation (Standard Operating Procedures, Workflow Diagrams, Business Practice Manuals) of new processes.

II. TECHNICAL REQUIREMENTS

A. OVERVIEW

Support provided in the PWS for Information activities includes research; document preparation; document organization; document indexing; document media conversion; document retrieval; analysis; document management, including SDMS or other system entry; preparation, conduct, and memorialization of internal and external file reviews; and creation of written reports and data base input to document findings or activities; informal memorialization of work; and preparation of written correspondence, draft and final, for EPA signature.

The paragraphs below describe the requirements levied on the Contractor to perform the activities of this PWS, including staffing, equipment, and services. For Region 6, the Government will provide designated space for routine Administrative Record Development; FOIA Response Support; and Records and Document Management Support, which shall primarily occur within the regional office located at 1445 Ross Avenue, Dallas, Texas. Sub-tasking for document retrieval, field scanning, or other written outputs may necessarily be accomplished outside of the regional office.

The Contractor is required to provide as a minimum its own staff computers, as specified below, and may be required to purchase additional hardware and software to meet specific needs of the Agency and its projects. The Government will provide within the regional office technical support for the local area network (LAN), network printers, and a standard hard drive software ghost containing Agency-standard software and PC/network configurations, printers, telephones, fax machines, copiers, CD/DVD duplicators, CD/DVD labeling equipment, scanners, bar code

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readers, and furniture, as appropriate. Within ten business days of Task Order award, the Contractor shall provide a current listing of all Contractor-owned equipment and furniture in use in Region 6 space. Personal property of the Contractor staff shall be exempt from this requirement, but any damage, loss or inappropriate or unauthorized use of this personal property is the sole responsibility of the Contractor. Break rooms are available for Contractor use.

Contractor staff shall be proficient in Microsoft Windows 2007 PC application software such as Corel WordPerfect, Lotus 1-2-3, Lotus Freelance Graphics, Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Netscape Communicator. The EPA will provide orientation and use documentation for Agency-specific software, including as a minimum, Versatile, SDMS, and WasteLan; however, training in these systems is the responsibility of the Contractor, as the Contractor shall already have sufficient, proficient staff to begin work of this PWS upon award.

Security for both staff and equipment are stringent for this PWS.

The Government will provide within the regional office: technical support for the local area network (LAN), network printers, and a standard hard drive software ghost containing Agency-standard software and PC/network configurations, printers, telephones, fax machines, copiers, CD/DVD duplicators, CD/DVD labeling equipment, scanners, bar code readers, and furniture, as appropriate.

For the purpose of the PWS, the words "The contractor shall" mean that the Contractor selected for this procurement will, in accordance with all applicable laws and regulations, furnish the personnel, services, materials, equipment, knowledge, and expertise to successfully complete the tasks required under this Task Order, demonstrating a thorough and working knowledge of all applicable federal, state, and local laws, regulations, guidance, and policies. Any and all services or products shall be delivered in compliance with all applicable federal, state, and local laws, regulations, guidance and policies and will be adjusted to reflect those applicable laws, regulations, guidance, and policies which become effective after the effective date of this contract.

Because of the integrated nature of the Region 6 Superfund information management program and the necessity to maintain several Tasking Orders and contract vehicles to accommodate EPA needs, any problems identified that seem to be the result of activities from other EPA Tasking Orders or contracts shall be reported immediately upon discovery via email by the Contractor's TO Project Manager to the EPA COTR for resolution to minimize impact to all activities affected.

Analysis, recommendations, deliverables (including electronic files) created during this contract are the property of the United States. While the EPA will use deliverables created under this Contract to formulate opinions and policy, the Contractor shall not make any decisions for the Agency

Task Descriptions under Part V include the Performance Requirements, Performance Standards, and the Acceptable Quality Level (AQL) for work to be performed. The Monitoring

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Method to be utilized by the Government is described under Part III and Incentives/Disincentives for deliverables are covered under Part IV. The Government reserves the right to modify the performance standards during the life of this Task Order in order to ensure that the appropriate outcomes are being realized and that the performance standards are appropriate. In addition, the Government reserves the unilateral right to change its monitoring methods specified herein consistent with the inspection rights already provided to the government under the "Inspection of Services" clause, and may reduce the level of surveillance as a reward if the contractor consistently meets the performance standards. Any changes will be accomplished via a bilateral Task Order modification.

B. STAFFING, INCLUDING SECURITY CLEARANCE**1. Onsite Support Staffing Requirements and Conduct**

For required onsite Region 6 support under this Task Order, work will be performed at the regional office located at 1445 Ross Avenue, Dallas, Texas 75202, between the hours of 7:00 a.m. and 6:00 p.m. Unless revoked by the CO, a compressed work schedule is allowable under this Task Order provided that no two employees serving on the same task order are scheduled to be out on the same work day. Work assignments and deliverables must be taken into consideration when implementing and exercising the flexible schedule.

Contractor staff shall be proficient in Microsoft Windows 2007 PC application software such as Corel WordPerfect, Lotus 1-2-3, Lotus Freelance Graphics, Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Netscape Communicator. The Contractor shall be proficient in the use of third party COTS search tools currently in use in Region 6 Superfund program that operate in a stand alone Linux environment or any similar tool that may be available and obtained by the Agency during the period of performance. The EPA will provide orientation and use documentation for Agency-specific software, including as a minimum, Versatile, SDMS, and WasteLan; however, training in these systems is the responsibility of the Contractor, as the Contractor shall already have sufficient, proficient staff to begin work of this PWS upon award.

After consultation with and approval of the COTR Task Order Manager, work may be let to an Outside Vendor via Contractor Purchase, but confidentiality, document handling practices, and other basic tenets of this PWS must be vetted and documented by the Contractor in the Task Order file. Document preservation and integrity must be assured and chain of custody observed at all times. Quality of work and deliverables remains the responsibility of the Contractor. Selection of an Outside Vendor or Special Services Subcontractor is the discretion of the Contractor. All costs, incurred by the Contractor, whether labor, equipment, or services, must be appropriately documented for site specific and task (or sub-task) charging. All other relevant Contract obligations apply.

As a minimum to accomplish the activities of Administrative Record

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development, the Contractor shall provide one staff dedicated at least half time. Other staff may be used during peak activities, but shall not exceed three for quick turn-around projects.

For FOIA, the Contractor shall provide the staff as needed to process an average of 50 FOIA requests per month, with occasional peak workloads of up to 100 requests per month. EPA will provide space for up to three staff, including the task order Project Manager, to accomplish this Task. During FOIA processing below-average workload periods, staff usually dedicated to FOIA response may be used at the Contractor discretion to meet critical deadlines under other tasks. All deadlines, quality of work, and appropriate charging must be maintained.

For this Records and Document Management, the Contractor shall index, scan, input to SDMS and other systems, develop meta-pages, and resolve entry, collection, and production issues, a minimum output of 200,000 pages per month. EPA will provide space for up to fourteen staff, including the task order Project Manager. During Records and Document Processing below-average workload periods, staff usually dedicated to this task may be used at the Contractor discretion to meet critical deadlines of other E & I tasks. All deadlines, quality of work, and appropriate charging must be maintained. While SDMS-CR is maintained by technical support staff at another location, there remains a measurable level of technical support items under this PWS. These include, but are not limited to: password administration, troubleshooting of errors encountered by users to determine if the problem is caused locally, file maintenance and support for COTS search engines/tools currently in use.

Contractor staff shall be knowledgeable about all aspects of the Superfund Program. Training will be provided to Contractor staff by EPA only to fulfill staff policy, regulatory and statutory requirements. Individual Contractor key personnel, to accomplish the tasks of this PWS, shall already be proficient regarding SDMS and/or WasteLan use; training of additional contract staff in the use of SDMS and of WasteLan is the responsibility of the Contractor. Technical staff shall be proficient in all software and hardware applications referenced in this PWS and have a good working knowledge of COTS tools commonly used in record, document and content management and search. A minimum demonstrable proficiency is required so that Contractor can effectively provide support immediately upon Task Order award.

The Contractor shall conform to all laws, regulations, and EPA procedures regarding security of Region 6 space and government property, use of the Local/Wide Area Networks (LAN/WAN) Information Systems and Agency software/hardware, and the use, handling and maintenance of Agency records, as provided in writing by the COTR and through EPA training.

Contractor staff shall also follow the rules and Standard Operating Procedures (SOPs) of the Superfund Records Center (SRC) and of the Enforcement First Maximization Center (EFMC). All other Superfund records program policies and

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procedures, including FOIA procedures, shall be followed to ensure the safety, integrity and availability of Superfund documents. If apparent conflicts arise, the Contractor shall request a meeting with the PO and COTRs for clarification.

The Contractor shall explain to outside parties, at the onset of all outside communications, that they are Agency Contractors.

2. Staff Security

The Contractor shall conform to all laws, regulations, and Region 6 policies and procedures regarding security. In order to gain access to EPA records systems it is now a requirement for every contractor to achieve security clearances per certification standards established by the National Institutes of Standards and Technology. Under various task orders under this PWS, the Contractor at any time may handle Privacy Information, Business Confidential Information, Contractor Confidential Information, Attorney-Client Correspondence, Work Product, and Enforcement Sensitive Information.

The Contractor shall conform to all laws, regulations, and EPA procedures regarding security of Region 6 space and government property, use of the Local/Wide Area Networks (LAN/WAN) Information Systems and Agency software/hardware, and the use, handling and maintenance of Agency records, as provided in writing by the COTR and through EPA training. Under the FY2001 Defense Authorization Act (P.L. 106-398 including Title X, subtitle G, "Government Information Security Reform," contractors are clearly subjected to provision of the Computer Security Act of 1987. The Contractor, and its team subcontractors, shall conform to provisions of this Act.

3. Document Handling

The Contractor shall also establish and utilize effective records management practices as needed to ensure that any and all EPA information in its possession can be located within two hours of a request by EPA, and that the security, integrity, order and contents of EPA records, documents, and other information are safeguarded and maintained.

AR support staff, FOIA support staff and Records and Documents support staff shall check out Superfund files and boxes in their own names. SRC system records managed via Enterprise (or replacement) held in EFMC will be checked out in the names of EPA staff. The checkout information will be stored in the Versatile database (and/or other designated records management application or tools) by SRC support contractors to ensure accountability and integrity in the EPA Region 6 Superfund records program. Documents stored on shelves in the 10th floor SRC or the 8th floor Records Management Center (RMC) must not be searched or used unless that individual has checked the documents out in his or her name through the SRC. EFMC inventory shall be maintained separately as well.

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Because of the integrated nature of the Region 6 Superfund information management program and the necessity to maintain several Tasking Orders and contract vehicles to accommodate EPA needs, any problems identified that seem to be the result of activities from other EPA Tasking Orders or contracts shall be reported via email by the Contractor's TO Project Manager immediately upon discovery to the EPA COTR(s) for resolution to minimize impact to the program.

At no time should records be used during staff breaks, including lunch, to ensure preservation of document integrity. No EPA records should be taken outside of EPA controlled space without the written consent of the EPA COTR Task Manager, which shall be documented in the Task Order work file.

4. Meetings and Reporting

Requirements for meetings will vary from task to task, and sub-task to sub-task. Meeting specifics are addressed in the Task Descriptions below, or will be addressed in checklists at the time of tasking.

Reporting at the site-specific, and operable unit level is well-defined within the contract. Beyond routine, generic tasking reporting, the Contractor is required to provide unique, task-specific, and ad-hoc reports as well.

C. EQUIPMENT, INCLUDING ONSITE SUPPORT

The Contractor shall provide personal computers (PCs) for its entire assigned staff, and shall be of a brand and configuration that conforms to the EPA Region 6 standard throughout the life of this Contract. At the time of preparation of this PWS, the configuration is:

- 3.2 GHz Pentium IV processor or greater
- Dual 17" or greater monitors
- 200+ GB Hard Drive
- 4 GB RAM
- 10/100 Ethernet Network Interface Card
- Dual or equivalent graphics cards with minimum 32 MB video RAM
- Combination DVD/CD-ROM drive

Contractors are required to provide as a minimum their own computers, as specified above, and may be required to purchase additional hardware and software to meet specific needs of the Agency and its projects.

The Contractor shall maintain its own hardware, including network interface cards and peripherals, and any software, applications and utilities that are needed for its internal operations. The Contractor shall maintain and provide technical support for its PC hardware, including network interface cards, and any software, applications and utilities that are needed for its internal operations or to accomplish the tasks outlined below, with the exception of that provided

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by EPA. The Contractor shall purchase and maintain/upgrade licenses for conversion software.

All electronic and information technology (EIT) procured through this PWS must meet the applicable accessibility standards at 36CFR 1194, unless an agency exception to this requirement exists. 36 CFR 1194 implements Section 508 of the Rehabilitation Act of 1973, as amended. The contractor shall indicate for each deliverable in this requirement whether each product/service is compliant or noncompliant with the accessibility standards at 36 CFR 1194, including 1194.21, 1194.22, 1194.23, 1194.24, 1194.25, 1194.26. Further, the proposal must indicate where full details or compliance can be found (e.g., vendor's website or other exact location).

The Government will provide within the regional office: technical support for the local area network (LAN), network printers, and a standard hard drive software ghost containing Agency-standard software and PC/network configurations, printers, telephones, fax machines, copiers, CD/DVD duplicators, CD/DVD labeling equipment, scanners, and bar code readers. EPA will provide Structured Query Language (SQL) scripts and custom conversion utilities.

III. MONITORING METHODS

A uniform monitoring method will be used for all Task Orders awarded under this contract, in that the COTR will review the Contractor required interim (weekly and/or monthly) progress reports and will review deliverables, draft and final, for adherence to task specific Acceptable Quality Levels (AQLs) and compliance with task specific checklists (see Appendix Four) prepared at Task Order scoping. The COTR will indicate to the Contractor whether there are problems that need to be corrected. Some tasks may require further monitoring activities, which will be identified if needed. The contractor will be evaluated on a monthly basis as part of the Monthly Progress Report review by the COTR. The EPA COTR will also provide to the PO a final evaluation of the project at completion. The contractor shall perform periodic self-inspections to verify the accuracy of the deliverable. The monthly evaluations will become part of the Task Order File. Contractor performance will be documented to cover favorable and/or non-favorable performance. These evaluations will be used to compile the Annual Performance Evaluation as prepared by the Project Officer (PO) and submitted to the ACO.

IV. INCENTIVES/DISINCENTIVES

The Contractor is encouraged to meet the acceptable quality level for the technical requirements listed below as tasked in order to ensure continued work. Failure to do so may impact the COTR's decision whether to assign further tasks and may influence the Agency's decision not to award tasks beyond the minimum level. Where the contractor's work fails to meet one or more of the performance standards, the government will require the contractor to correct the deficiency(ies) at no additional cost to the government, and the contractor shall be subject to a reduction of up to 20% of the costs incurred for that task. When the defect(s) cannot be corrected by re-performance, the government may reduce the costs payable for that task by up to 50%, to reflect the reduced value of the services performed. Performance issues will be noted within the contractor's performance rating. The government reserves the unilateral right to

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change the monitoring methods specified herein consistent with the inspection rights already provided to the government under the Inspection of Services clause, and may reduce the level of surveillance as a reward if the Contractor consistently meets the performance standards.

V. TASK DESCRIPTIONS**A. ADMINISTRATIVE TASKS****1.1 Project Planning And Support**

Performance Requirement: The Contractor shall provide project planning and support upon EPA request.

Performance Standards: The Contractor shall support all phases of work related to project initiation and support. Activities required under this task shall include:

- Attend monthly progress report meeting or participate in monthly progress report conference call with the EPA Project Officer (PO) and Contracting Officer (CO).
- Respond to questions related to administrative issues, not applicable to Task Orders.
- Attend ad-hoc meetings as required to address such things as; potential performance issues, information requests, special ad-hoc reporting needs, etc.

Acceptable Quality Level (AQL): All meetings and/or information requests are responded to within the timeframe indicated by EPA, unless time extensions or postponements are approved in advance by the PO or CO. Also, Task Order costs are within the amount of the approved work plan.

1.2 Information Control And Reporting Support

Performance Requirement: The Contractor shall provide support related to information and financial reporting as requested by EPA.

Performance Standards: The Contractor shall support all phases of work related to contract reporting support. Activities required under this task shall include:

- Preparation and tracking of technical and cost information pertaining to the Task Order issued under this contract, for inclusion in the monthly progress report and monthly invoice in accordance with Attachment 2 Reports of Work in the ESS IV contract (EP-W-10-011).

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- Preparation and distribution of all contract required reports in accordance with Attachment 2 Reports of Work in the ESS IV contract (EP-W-10-011).
- Preparation of ad-hoc reports as requested to assist PO and/or CO in responding to ESS IV contract information requests.

Acceptable Quality Level (AQL): All deliverables shall be subjected to 100% QA/QC and due dates/schedules shall be met. Task Order costs are within the amount of the approved work plan.

1.3 Task Order Close Out

Performance Requirement: The Contractor shall provide support related to task order close out.

Performance Standards: The Contractor shall support all phases of work related to Task Order close out support. Contractor will propose cost per page based on assumption that file consists of 20 to 50 pages. Activities required under this task shall include:

This task includes services related to

- Obtain copies of corporate and team subcontract administrative program support task order files from temporary file storage and place them in appropriate order for conversion to long-term data storage in conformance with the following requirements:

Written direction for the disposition of records will be provided by the Region VI Contracting Officer. This task shall be performed in accordance with FAR Part 4 Administrative Matters and specific regional notification to the contractor.

- Transfer relevant files over to subsequent task order.

Contractor will index all documents and prepare images in accordance with Region 6 standards. All Closed Task Order files will be submitted to EPA on CDROM.

- Prepare a Task order Closeout Report in accordance with the contract requirements.

Acceptable Quality Level (AQL): All deliverables shall be subjected to 100% QA/QC and due dates/schedules shall be met. Task Order costs are within the amount of the approved work plan.

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B. PREPARATION OF ADMINISTRATIVE RECORDS

The major emphasis of this support will be to complete work that was originally begun under the previous Administrative Records (AR) Task Order, which includes formatting PDF documents and metapages into a form suitable for delivery to end-users through the SDMS-CR, and into collections preparatory to replication onto CD-ROMs. The capacity to create paper ARs must be preserved until all repositories are capable of accepting CD-ROM technology as a replacement to the paper versions. At this time the proportion of repositories unable to accept electronic media is considered to be less than 10% of all repositories.

As with all documents input to SDMS, items identified as being part of an AR should be input to SDMS in accordance with Digital Conversion of Documents Standard Operating Procedures Manual (DCDSOPM). The maturing of the Day Forward scanning efforts in Region 6 Superfund mean that the majority of Administrative Records may now be mastered out of SDMS-CR onto CD-ROMs, thus greatly reducing the need to build paper ARs. The focus of the AR support now shifts its focus to preparing the online ARs for dissemination to end-users in a Web environment.

The Contractor shall, at the direction of the EPA Contracting Officer Technical Representative (COTR), create the AR indices using an EPA approved automated indexing system. Specific guidance on compilation of the Administrative Record is contained in OSWER Directive No. 9833.3A-1 and Revised Guidance on Compiling Administrative Records for CERCLA Response Actions which is expected to be released by the end of 2010.

The Administration Records Task will document all document production activities to the SDMS-CR. Weekly production reports shall be included as part of the basis of invoicing. In all cases, invoicing shall reflect verifiable system counts for the full range of processes identified as part of this PWS.

1. Prepare Day-Forward ARs and Complete Document and Collection Metapages

Performance Requirements: Section 113(k) of CERCLA requires that the Agency establish administrative records containing information used by the Agency to make its decision on selection of response action. Section 113(k) also requires that the records be kept "at or near the facility at issue."

Contractor shall support the physical preparation and maintenance of the administrative records, under the direction of EPA. The Contractor shall deliver draft AR indices, which shall be delivered along with the Site Sign-Off Sheet to the EPA COTR for review.

Performance Standards: The Contractor shall establish onsite management and information systems technical support for the Task Order. No work will be performed outside of EPA-controlled space without the prior knowledge and agreement of the EPA COTR.

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The Contractor shall incorporate any changes or comments into the index and AR, and resubmit for Site Team review and approval. The Contractor shall bates number the collection after approval of document collection. The Contractor shall prepare the Repository Document Transmittal cover letter and Acknowledgment, provide to the EPA Administrative Records Coordinator for signature, and send with the AR and indices to the repositories via express mail.

The DCDSOPM for SDMS-CR outlines the model for use with all records, including those handled by the Administrative Records task order. Updates to the SOP Manual, as well as to the Region 6 Records Procedures Manual shall be incorporated into AR procedures and practices.

Complete document image quality assurance, including forming meta-page data and document relationships into the Main Entry, Table of Contents and Related Documents structure. Document and data work shall be recorded at the time of production in SDMS. Any document "breakouts" or merges, when two documents were originally improperly combined under a single document ID#, or then document components are subsumed under a single, master document ID (including TOC components shall be recorded). Each individual AR action has already been built into collections; however, as document breakouts and mergings take place there is a revision of document ID#s throughout those collections. Collections must be updated to reflect accurate contents. After a collection is completed with polished document meta-pages the Superfund Records Center collection of paper must be updated to accurately reflect the revised document structures.

The collections are divided between removal and remedial actions. The work shall be performed to complete all the removal actions. Removal ARs are normally small and far less complex than most remedial action ARs. The great majority of the remaining effort will actually be required to complete the remedial actions. All remedial action work shall be complete within one calendar year from the time of the award.

Acceptable Quality Level (AQL): All deliverables shall be submitted and/or completed by the due date specified by EPA, and shall be one hundred percent (100%) accurate. Task Order costs are within the amount of the approved work plan.

2. Audit existing ARs

Performance Requirements: The Contractor shall locate, identify, inventory, and compare and contrast previously created AR indexes. The Contractor shall conduct audits of previously created ARs to review against paper files as well as SDMS files. The Contractor shall report findings to the COTR and the site team

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and recommend further action to establish clear documentation of ARs. Corrective actions will be tasked by the COTR in consultation with the site team, including the site attorney.

Performance Standards: The contractor shall identify and locate all ARs created, extant, and on file for a site within two business days of securing access to all relevant paper and electronic records. Within three business days of locating ARs, the Contractor shall prepare and submit the inventory and recommendations to the COTR. Within five business days of follow-up instructions from the COTR, the Contractor shall document any required changes for D-F, and present paper for any needed processing via chain of custody. If rescanning is not required, the AR-tasked Contractor shall provide an excel spreadsheet to D-F, and copied to the COTR, which includes SDMS number and required changes for each. Incomplete and incorrect drafts that have been superseded shall be submitted to the COTR for his or her action in consultation with the EPA site team.

Acceptable Quality Level (AQL): All deliverables shall be submitted and/or completed by the due date specified by EPA, and shall be one hundred percent (100%) accurate. Task Order costs are within the amount of the approved work plan.

3. Provide SDMS-CR AR Builder Module training support to EPA Site Teams

Performance Requirements: The Contractor shall assist in the transition of AR preparation from the AR task order to the Site Teams by providing on-demand support at the desktop for creating AR collections in SDMS-CR.

Performance Standards: The contractor shall plan for individual training sessions composed of one or two site team members. Sessions would be on an "as needed" basis at the end users' desktop. Typical sessions would be about one-half hour.

Acceptable Quality Level (AQL): All deliverables shall be submitted and/or completed by the due date specified by EPA, and shall be one hundred percent (100%) accurate. Task Order costs are within the amount of the approved work plan.

4. Procedures Manual

Performance Requirements: The Contractor shall maintain and update the Standard Operating Procedures and Quality Assurance / Quality Control procedures manual.

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Performance Standards: Because Agency systems of records must meet authentication and certification criteria, it is a legal requirement that the processes employed to establish their contents are thoroughly documented. This language may be applied to the production of either paper or electronic records, making documentation of both processes imperative. The Task Order requires detailed maintenance and updating of the Procedures Manual for all aspects of Administrative Records preparation in both paper and digital formats.

Acceptable Quality Level (AQL): All deliverables shall be submitted and/or completed by the due date specified by EPA, and shall be one hundred percent (100%) accurate. Task Order costs are within the amount of the approved work plan.

5. Survey Repositories

Performance Requirements: Section 113(k) of CERCLA requires that the Agency establish administrative records containing information used by the Agency to make its decision on selection of response action. Section 113(k) also requires that the records be kept "at or near the facility at issue."

The Contractor shall survey all available repositories and state agencies and shall maintain complete and current lists of addresses of same, with names of key contacts at the repositories. Survey will include current addresses of repositories and contact persons at the repositories. The Contractor shall survey repositories for receptivity to CD-ROMs.

Performance Standards: The Contractor shall continuously update the indexing system if a change is implemented, with a list of repositories with their current addresses and key contacts. The EPA COTR will determine any additional surveying -- which may include microfilm/fiche and/or digital equipment -- at intervals during the period of performance for the Task Order. Results of survey shall be presented to the COTR.

The Contractor shall prepare optical disc copies and transmit to those repositories preferring CD-ROM to paper. Contractor shall prepare and maintain a master archive copy that may be readily duplicated should replacement copies be needed or requested by the EPA COTR.

The Contractor shall build CD-ROM collections using Portable Document Format (PDF) images for every AR action. The Contractor shall build a collection for every AR action, remedial and removal, through the Special Collections feature of SDMS-CR. The Contractor shall export image collection to CD-ROM. Whenever feasible, paper ARs at all repositories will be replaced with copies of these CD-ROMs. Contractor is to submit to every repository that can provide

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CD-ROM viewing to its patrons. The primary focus will be on the remedial and removal ARs.

Acceptable Quality Level (AQL): All deliverables shall be submitted and/or completed by the due date specified by EPA, and shall be one hundred percent (100%) accurate. Task Order costs are within the amount of the approved work plan.

6. Reports

The Contractor shall provide monthly summary reports on the progress of all ongoing Administrative Records. These reports shall contain but not be limited to:

- (1) Date record was started;
- (2) Status of record to date;
- (3) Problems/delays encountered and cause;
- (4) Projected date of completion;
- (5) Actual completion date;
- (6) Date record was submitted to repository;
- (7) Date of last update to Administrative Record.

The Contractor may also be required to submit on an as needed basis, a chart to the EPA COTR showing, each NPL site for which ARs have been started/completed. The typical information required in these charts would include:

- (1) Site name
- (2) Site team meeting date(s)
- (3) RI/FS workplan completed date
- (4) RPM & ORC review date(s)
- (5) Date sent to repository
- (6) RPM & ORC review date(s) (second review)
- (7) Date RI/FS completed
- (8) RPM & ORC review date(s) (third review)
- (9) Date sent to repository
- (10) Proposed Plan (in some cases RI/FS submitted with PP).
- (11) Date sent to repository
- (12) Index submittal date
- (13) Date of Record of Decision (ROD)
- (14) Date sent to repository.
- (15) Graphical summaries of data collected for various reporting activities. As an example, provide project estimated timelines and trend lines for displaying activities in various stages of workflow.

7. Deliverables

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- (1) Weekly and Monthly Reports
- (2) Day Forward Administrative Records
- (3) Complete conversion of historical AR actions to current S.O.P. standards
- (4) Create CD-ROMs for repository updates, archiving, and special requests to include Freedom of Information Act (FOIA) requests
- (5) Procedures Manual (updates as required)

C. FREEDOM OF INFORMATION ACT REQUEST SUPPORT

The Freedom of Information Act (FOIA) 5 U.S.C. Section 552 as amended in 2002, and the OPEN Government Act of 2007, requires each Agency of the Federal Government to make its records available for public inspection and copying.

The Contractor shall support the Region 6 Superfund Program in preparing appropriate and timely responses to the FOIA requests it receives and ensure the memorialization of those requests and responses. Currently the Region 6 Superfund Division FOIA procedures are being rewritten. These procedures, characterized by greatly improved efficiency and sensitivity to input from Agency employee site teams, will emphasize consistent workflow paths based on unique site timing and other considerations. FOIA operations, if poorly planned or executed, impact other aspects of Superfund site work in costly, time consuming ways. It is imperative that FOIA responsibilities not be approached in a vacuum but instead be carried out as a part of the overall Superfund fabric.

The Contractor will be provided with appropriate access to Agency resources to accomplish this Task, including Enterprise, SDMS (non-confidential), and WasteLan.

1. FOIA Research and Response

Performance Requirements: The Contractor shall research and prepare Region 6 Superfund FOIA responses according to Region 6 Superfund FOIA procedures.

Performance Standards: To carry out this Task, the Contractor must possess understanding of the Superfund process, knowledge of site status, and excellent communication skills to understand and articulate obstacles to completing appropriate responses.

The contractor shall search out responsive records, report findings, create SDMS collections of potentially responsive documents, prepare indexes (SDMS-direct extractions) of those collections for site team review, solicit clarification from requestors, solicit input from case teams (via the COTR) as required by the Region 6 Superfund FOIA procedures, prepare draft FOIA and final denial logs (SDMS-direct extractions), forward requests (with site team and COTR approval) for D-F electronic media storage generation, written documentation (ROC and email) of requestor contacts, FOIA charge

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sheet creation ensuring inclusion of both Contractor and EPA staff time, solicit written confirmation of fee commitments from requestors, FOIA draft response letter creation, FOIA final response letter creation with all appropriate management and site team concurrences, directory print-out of CD ROM or DVD content, and copies of CD/DVD labels. The Contractor will be provided by the COTR with a search hierarchy to frame the scope of the response and to confirm that the scope is understood before research begins. Responses shall be prepared using letter templates provided at the time of tasking.

The contractor shall submit via Express Link (or replacement) for SMDS entry the request, regardless of media, and the response. The response record shall include the response copy, concurrence sheet, all requestor contact documentation, research notes, billing sheet, CD/DVD directory content, and CD/DVD label copies. Express Link entry shall be within one business day of FOIA completion.

Acceptable Quality Level (AQL): All deliverables shall be completed by the due date specified by EPA. The Contract staff member shall identify himself or herself to the requestor as a Contractor 100% of the time, for each FOIA related contact, regardless of communication mechanism. Contractors shall return phone calls within one business day of learning of requestor call. Every contact for every FOIA is to be documented in writing, including RIN number, date of contact, nature of contact, and outcome. Fee commitments are to be secured and documented according to the Region 6 Superfund FOIA Procedures.

Listings of responsive documents, whether to be provided or denied by the agency, shall only be derived by use of SDMS and prepared through extractions and exported to Excel spreadsheets only. Retyping of these lists for letter inclusion will be unacceptable. Drafts shall be 85% accurate; finals shall be one hundred percent (100%) accurate. Task Order hour estimates shall be within 10% the amount scoped by COTR and agreed by the Contractor Task Manager. Requests that require less than 75% of the time estimated or more than 150% of the time estimated for completion will require a Summary of Response Report, as described under FOIA Tracking and Reporting.

2. FOIA Tracking and Reporting

Performance Requirements: The Contractor shall maintain the FOIA Express database (or replacement) for each FOIA assigned to the Region 6 Superfund Division. The Contractor shall maintain a corresponding manual log as well to ensure that tracking information is always available. The contractor shall maintain an Excel spreadsheet file which captures the FOIA workflow at a more detailed level than FOIA Express, and shall be available for review upon inspection by EPA. The contractor shall prepare a weekly written status report. The contractor, as described in the subtask above, shall prepare a Summary Response Report if hour estimate discrepancies arise as characterized.

Performance Standards: Each relevant field, for each assigned FOIA, shall be completed in the FOIA Express database (or replacement). Every status change, as the

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workflow for the FOIA proceeds, shall also be recorded by the Contractor within two hours of occurrence. The manual log shall be updated as required by the Region 6 Superfund FOIA Procedures. The FOIA workflow spreadsheet file is to be maintained daily.

The weekly report The Contractor shall prepare a weekly written report due by noon each Thursday which shall capture the research completions, response completions, and likelihood of completions by Friday COB for each in-process FOIA assigned to Superfund. Additional components of the report may be determined by the new Region 6 Superfund Division FOIA procedures.

Acceptable Quality Level (AQL): All database entries shall be made within one hour of FOIA assignment at the outset and within one business hour of process step accomplishment, requestor contact, team member contact, or COTR contact. All report deliverables shall be submitted and/or completed by the due date and time specified by EPA.

3. FOIA Meetings

Performance Requirements: The Contractor Task Manager shall meet with the COTR or alternate, for regular and unplanned meetings.

Performance Standards: The Contractor Task Manager shall meet with the COTR or alternate COTR at the beginning of every week (usually Monday afternoon) for no more than one hour to assess the week's workload, to reprioritize workload, to assess obstacles and to resolve problems. The Contractor shall meet with the COTR, site team, or other Superfund management and staff as relevant to discuss status and problem resolution as determined necessary by the COTR. These meetings will likely be no more than ninety minutes in duration; the Contractor Task Manager, and staff assigned for that FOIA response shall attend and participate.

Acceptable Quality Level (AQL): The Contractor shall attend, participate, and prepare notes of all planned and COTR-requested FOIA-related meeting. The Contractor shall be available within two business hours to meet with the COTR, site team, or other Superfund management and staff as relevant to discuss status and problem resolution. Site specific meeting notes shall be included within each FOIA response research record file for SDMS entry.

D. SUPERFUND RECORD AND DOCUMENT MANAGEMENT

The Contractor will be required to continue the digital conversion process in Region 6. Outlined below are the requirements of this support. In order to meet these requirements, the Contractor staff shall adhere to the instructions in the current Digital Conversion of Documents Standard Operating Procedures Manual (DCDSOPM). This manual will be made available upon

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contract award. The work includes two primary components: D-F processing, and generation of routine external production collections such as Administrative Records, Litigation Referrals, and Discovery Request Responses. The D-F tasks are the majority of the work and are described below. For external production, the primary purpose is to memorialize collections of specific documents for specific purposes which may already be accurately captured in SDMS, which may require additional processing for the collection's purpose, or which must be quickly processed with SDMS-CR to facilitate production. The primary purpose of a Special Project would be to focus on a specific site or group of records that needs to be incorporated into SDMS-CR, in a non-routine or emergency situation. Typically the necessity for such support would occur outside of the regional office or in the field. Basic document handling and processing procedures are described within this section; special projects will mirror regular processing as closely as practical, but are described in the following section.

For Document support, the first area of focus is to continue the processing of all newly created documents into SDMS-CR. This is a continuation of the D-F process described herein. The second aspect is to inventory all documents (including indexing) on site in the Region 6 offices and capture this information. This new process will facilitate access to these records if they need to be made available to someone outside the D-F process while they are "in process" to SDMS-CR. This is a change to the existing workflow and as such, new models, procedures, workflow documents and documentation will need to be developed. It is the intent of this PWS to complete, to the maximum extent possible, the processing of all existing records that have not yet been incorporated into SDMS-CR while continuing to process all new records. The third area of focus will be to develop workflows, procedures, indexing schemas and any other necessary steps for incorporation of two major categories of documents that currently do not reside in SDMS-CR. Specifically, these are Superfund Cost Recovery Documentation Packages and Superfund Enforcement "pre-record" documents. The Contractor shall be prepared to handle documents in boxes ranging from Standard Federal Records Center boxes to 2 foot "Banker's boxes," including retrieval of applicable boxes, processing of box contents, repackaging the contents in the same (or otherwise designated) order, delivering the completed box(es) to the appropriate location(s) and any other related tasks as designated by the COTR.

The Contractor shall support Superfund external production, including litigation/ e-discovery and work with site case teams to appropriately define document boundaries, index, process SDMS corrections, bulk processes, redactions, email collection and processing, document processes, applications, and procedures. The Contractor shall provide support as required to process (on average) each month the type and volume of work described in Appendix Two.

The U.S. Environmental Protection Agency Region 6 Superfund program has been imaging selected site records for over ten years. The imaged documents are released to the Superfund Document Management System (SDMS-CR) for later retrieval. While many records are imaged through a D-F scanning process, there are varieties of special collections that would benefit the Agency mission by having these scanned outside that particular process. Such collections include, but are not limited to: Cost Recovery documents, Freedom of Information Act responses, laboratory records, Federal Emergency Management Agency documents and

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potential Work Performed documents located on site. Approximately 65 - 80% of the collections to be scanned will be Cost Recovery documents. The majority of the remainder will be removal or other site-specific documents. In some cases the scanning will entail time sensitive material, in others the work will be to fill gaps in the various collections. The typical work assignment consists of fully staffing an EPA-supplied scan station for up to 12 working hours each day. The local site total image output per four week reporting cycle should be on average about 100,000 pages. In other words, the local scanning is to be essentially non-stop through the period of performance. Additionally, estimate 5,000 pages of color and / or oversize document scanning and page insertion into Adobe Portable Document Format (PDF) files each month. For estimation purposes consider the average document size to be 35 pages.

Normally, document preparation will be conducted as part of the D-F process, within EPA assigned space. Based upon the circumstances of each project, it may be necessary to perform some or all document preparation in the event that collections brought in from external sources are not adequately prepared for scanning. A less than full amount of indexing / cataloging is anticipated in both field and local work.

1. Meetings

Performance Requirements: The Contractor shall attend all project related meetings as specified in the task order and/or required by the COTR.

Performance Standards:

a. The Contractor shall meet in EPA offices or conference rooms with the EPA COTR and others at EPA COTR's discretion within five (5) working days of Tasking Order award to formulate initial plans and goals for proposed dates for completion of each goal unique to the particular task. No more than three (3) separate meetings for this purpose will be held for a typical duration of one hour each. The EPA COTR will notify Contractor of the dates, times and places these meetings will be held.

b. The Contractor shall meet in EPA offices with EPA COTR for status meetings to be held on a monthly basis for the duration of the period of performance, and will typically run for one hour. These meetings may include planning and briefing sessions, discussions of projects, review of processes and procedures, and problem assessment/resolution. On occasion, ad-hoc meetings may be necessary to discuss any or all of the items listed above. These ad-hoc meetings will typically run for no more than half an hour. Anticipate two per month during the period of performance. The COTR will notify the Contractor of the dates, times and places these ad-hoc meetings will be held.

Acceptable Quality Level (AQL): All meetings will be attended as specified, unless excused/rescheduled by the COTR. Task Order costs are within the amount of the approved work plan.

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2. Paper and Electronic Document Preparation

Performance Requirements: Contractor shall process the volume and type of documents described in the information and Tables included in the Appendix.

Performance Standards: For this task, the Contractor shall process approximately 80,000 pages (paper) on average per calendar month (Type I Processing, See Table A). The Contractor shall process, on average and when available, an additional 120,000 non-paper pages per month. The non-paper processing will be comprised of two major forms of documents. Type II Processing (See Table B) indicates imaged documents developed from other sources that require additional development. Type III Processing (See Table B) encompasses electronic records/documents, requiring only Phase I or equivalent indexing. Electronic records will require meta-page development and some targeted indexing, meaning Phase I and some template indexing, depending on the document / collection types. Overall, then, the minimum output required is 200,000 per month.

As mentioned above, the primary focus should be on the processing of newly- generated documents. The secondary focus is to process all remaining unprocessed documents. The third area of focus is support for requests for specific documents and/or collections of documents. These may include intra- and inter- agency requests, responses to discovery proceedings and/or other legal proceedings and FOIA requests. The completion of work will be prioritized as follows:

Any request for documents from any entity that is time sensitive, meaning that we have been assigned a deadline to complete, takes first priority. Upon completion of, or in the absence of this initial type, any and all new documents received shall be processed into SDMS-CR. The next priority would be any old records on-site in R6, beginning with any boxes on the 8th floor, then 6th floor, then 10th floor. After all records on-site are completed and sent to the FRC, a review of records still housed at the FRC will be completed to determine the need to recall any old records from FRC for processing into SDMS-CR.

a. The Contractor shall prepare incoming paper D-F Superfund documents for scanning and indexing according to the DCDSOPM in order to facilitate rapid and accurate processing. The contractors preparation efforts shall include, but are not limited to, sorting documents by site and identifying Main Entry (M.E.), Table of Contents (TOC = components of M.E.), and Related (REL) document relationships. Prepare documents for sheet-feed scanning, and assigning SDMS-CR document ID numbers utilizing ranges provided by the SDMS-CR System Administrator through the EPA COTR. Scan an average of 80,000 pages per month, with 100% image QC conducted at point-of-scan. Image QC shall include adjustments for skew, speckle and contrast. Target sheets will be accepted only conditionally, as a rule, and material such as oversized documents, color photographs, *etc.*, will be scanned into SDMS-CR. The EPA will provide access to an e-sheet scanner when oversize documents are involved.

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b. The Contractor shall prepare and process incoming electronic/ digital documents for indexing and import into SDMS-CR, following the processes and procedures outlined in the DCDSOPM electronic documents supplement, and guidance/policies from the National Archives and Records Administration (NARA) and EPA's Office of Environmental Information. Additional guidance and standards may be established from time to time by the EPA COTR, which will be provided to the contractor by the CR/COTR. As these may be amended or altered over time, changes to the standards, guidance and SOPs will be discussed with and provided to the contractor as they occur. The Contractor shall assign SDMS-CR document ID numbers utilizing ranges provided by the SDMS-CR System Administrator through the EPA COTR.

Acceptable Quality Level (AQL): All deliverables shall be submitted and/or completed by the due date specified by EPA, and shall be one hundred percent (100%) accurate. Task Order costs are within the amount of the approved work plan.

3. Scanning and Importing

Performance Requirements: Contractor shall support EPA by scanning documents and importing electronic documents into the SDMS-CR system. Contractor shall provide technical support necessary to identify and resolve technical issues encountered with the conversion, digitization and import/export of documents, records and collections thereof.

Performance Standards:

a. The Contractor shall scan paper and convert microform documents into SDMS-CR according to the procedures outlined in the DCDSOPM. The Contractor shall maintain close coordination with the Region 6 CR/COTR through meetings and timely, accurate, written reports to ensure that needed source documents are located in a timely fashion, that project work flow is not negatively impacted, and to avoid duplication of effort and errors. Scanning parameters shall include skew no greater than 4 degrees of rotation to facilitate utmost accuracy during optical character recognition (OCR) operations and correct orientation. The Contractor shall prepare, scan, and return paper documents to the SRC within ten (10) working days of receipt.

b. The Contractor shall also import electronic documents into SDMS-CR per the DCDSOPM, utilizing digital file conversion utilities and protocols such as Adobe Acrobat™ 9.0 (upgraded as new versions become available) and commercially available software (many brands are available) for conversion of electronic documents in native (e.g., WordPerfect™, Word™, Excel™ and Lotus 123™) format to PDF, or other format as designated by the CR/COTR. The Contractor shall only perform importation of converted images/data into SDMS-CR in close coordination with the EPA COTR, who will obtain additional assistance from the appropriate EPA Information Technology (IT) support staff. The Contractor shall (convert, if necessary, and) import electronic documents into SDMS-CR.

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Acceptable Quality Level (AQL): All deliverables shall be submitted and/or completed by the due date specified by EPA, and shall be one hundred percent (100%) accurate. Task Order costs are within the amount of the approved work plan.

The Contractor shall review all images and document index data for quality assurance and quality control (QA/QC) during review and preparation of data. This effort includes, but is not limited to, reviewing images to ensure that skew does not exceed 1%, speckling does not exceed 5%, and contrast, graphic renditions and text quality fall within acceptable industry-standard parameters. OCR accuracy shall be no less than 50% on documents with standard typeset-style text. Handwritten text (**i.e. Signatures**) is exempt from the OCR requirement, but may require some manual re-keying of text in certain cases.

The Contractor shall perform a second-level data QA / QC. The secondary review shall include, but is not limited to, reviewing no less than 10% of metadata at random for verification that the metadata matches the correct document image. The EPA COTR may establish additional and/or revised guidance and standards from time to time.

In some cases images produced at other locations will be submitted via CD-ROM or other media to the Contractor to review for quality. The EPA will supply Lead Tools or equivalent software for use to improve the quality of received images. Estimate 25,000 pages / month requiring additional processing to enhance image quality.

Factor into the cost proposal a 2% error.

4. Indexing

Performance Requirements: The Contractor shall index per Type I Processing documents according to the procedures outlined in the Region 6 according to the DCDSOPM, capturing data as required to fill in up to each indexing field in SDMS-CR although even full indexing of this type will 95% of the time be for 12-20 fields, rather than the nearly 30 SDMS-CR contains.

Performance Standards: The Contractor shall accomplish indexing using the Batch Upload Utility wherever possible. Utilization of document images should occur whenever possible in order to return the original paper source documents to the Superfund Records Center (SRC) within 10 working days. When the phrase A Phase I indexing or equivalent is used in this Task Order, it always refers to the fact that additional indexing profiles will be developed according to the natures of the documents / collections being characterized by indices. In nearly every imaginable case these indices will be either a subset of the SDMS-CR master index or else a reduced set of fields. In either case the Digital conversion team may be tasked to construct meta-pages linking together document components and establishing related documents. Batch Upload, Batch Update utilities exist that will serve as the primary means to accomplish these tasks.

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Acceptable Quality Level (AQL): The Contractor shall fully index and QA/QC documents. All deliverables shall be submitted and/or completed by the due date specified by EPA, and shall be one hundred percent (100%) accurate. Task Order costs are within the amount of the approved work plan.

5. Quality Assurance / Quality Control/ Process Documentation

Performance Requirements: Contractor shall perform Quality Assurance/Quality Control activities as needed to ensure reasonable accuracy and integrity of the data.

The Contractor shall be prepared to rapidly assimilate and incorporate changes in its approaches to the work (including training for same) as new and improved software is introduced, as Agency policy is revised/ implemented, and evolving information technology is introduced. Copies of all SOPs, guidance, documentation, *etc.*, mentioned are provided in Attachment 1 in the contract.

Performance Standards: In order for electronic records to qualify for certification, regulations stipulate that the process of managing them be documented, reproducible and as consistent as possible. Thus, the Contractor shall be prepared for scheduled and impromptu audits of the work by the EPA COTR through review of workflow logs and inspection for accurate, complete, timely reports from the contractor.

a. The Contractor shall review all scanner images, converted digital image files, and document index data for quality assurance and quality control (QA/QC). This effort includes, but is not limited to, individual QA/QC of work as it is performed prior to saving data to the data bases or servers. A second level of QA/QC, performed weekly on work completed the previous week, shall include reviewing randomly sampled images (a minimum of 10% of the previous week's throughput) to ensure that skew, speckling, contrast and orientation are within the parameters established in the DCDSOPM. The Contractor shall perform a second-level index data QA/QC that includes, but is not limited to, reviewing randomly sampled index data (a minimum of 10% of the previous week's throughput) for verification that the data matches the correct document image and that the data falls within the parameters outlined in the DCDSOPM and other guidance issued by the SDMS-CR work group, the National Archives and Records Administration (NARA), and EPA's Office of Environmental Information. If additional guidance and standards are established, the EPA COTR will provide them to the contractor.

b. The Contractor shall re-scan (paper) or convert (microform or digital files) image files that are corrupt or of poor-quality (as defined by >4 degrees skew, >5% speckling, illegible text/graphics and poor contrast) and shall correct erroneous indexing data as needed to ensure the integrity and reliability of SDMS-CR data within 10 working days of discovery. Image quality may be enhanced by using utilities such as Ascent Capture's Virtual ReScan (VRS), FineReader, or other processing programs.

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Because of the integrated nature of the Region 6 Superfund information management program and the necessity to maintain several Tasking Orders and contract vehicles to accommodate EPA needs, any problems identified that seem to be the result of activities from other EPA Tasking Orders or contracts shall be reported (verbally) by the Contractor's TO Project Manager immediately upon discovery to the EPA COTR for resolution to minimize impact to the program, and reported formally in writing. Other reporting requirements for this Task are outlined in Task 6 below.

c. The Contractor shall update or prepare (as applicable) a supplement to the DCDSOPM that describes the processes and procedures processing electronic documents into SDMS-CR. Aspects of this processing include routing, converting, and indexing (Phase I or equivalent, and meta-page development), and tagging content for Section 508 on information accessibility for all incoming electronic documents for import. The Contractor shall submit the draft of this SOP to the EPA COTR no later than 45 days after acceptance of this Task order. The Contractor shall submit the final version of the SOP to the EPA COTR no later than 30 days after the EPA COTR's comments on the first draft are returned to the contractor.

d. The Contractor shall revise the DCDSOPM as changes in approaches to the work are necessary when new and improved software is utilized by the Agency, when policy is revised/ implemented, or evolving information technology is installed in Region 6. The Contractor shall incorporate changes in this SOP as directed by the EPA COTR; after said changes are discussed and evaluated during progress meetings (see section 5.B).

Acceptable Quality Level (AQL): All deliverables shall be submitted and/or completed by the due date specified by EPA, and shall be one hundred percent (100%) accurate. Task Order costs are within the amount of the approved work plan.

6. Development of new Procedures, Processes and Related Work Rules for Cost Recovery Packages (CRPs), Contract Documents/Work Performed Packages, and SF Enforcement pre-records

a. Cost Recovery Packages (CRPs)

Performance Requirements: The contractor shall support EPA in the development and recording of the procedures required to process CRPs, Contract Documents/Work Performed Packages and SF Enforcement pre-records. Contractor shall provide technical support necessary to identify and resolve technical issues encountered with the conversion, digitization and import/export of documents, records and collections thereof.

Performance Standards: As part of the overall Document Conversion effort, EPA Region 6 is expanding the capabilities of SDMS-CR to begin including three additional major categories of documents in the digitization process. Any of these document types: CRPs, contracts, or SF Enforcement pre-records may be

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electronically imported to SDMS-CR, captured via Express Link, or scanned. However these documents will initially be stored in a stand-alone instance of SDMS2 unique to this location. As all of these processes are new, the contractor shall be required to support the development of new business rules in conjunction with the technical development necessary to make these new processes work.

For direct electronic incorporation of CRPs, the packages generated by SCORPIOS are "pushed out" to a defined location within that system. The technical capability for SDMS-CR to capture these packages, along with all associated images has been developed. The need remains for the development of the business rules and workflow criteria for including these documents in SDMS-CR. In both of these cases as with any and all documentation work performed under this PWS, it may be necessary for the contractor to provide training support to assist users in performing these or any related tasks. These tasks include, but are not limited to: infilling of records, utilization of upload/update templates, identification of specific documents, access to/generation of document collections, advanced searches with external tools (e.g. Content Analyst or equivalent).

(1) The contractor shall attend meetings and design sessions with EPA personnel and other technical staff. The specific role will be to assist in the finalization of a process that accomplishes the Agency's goals as efficiently as possible, balancing budget and time constraints, business needs and technical feasibility.

(2) Once the desired process is developed, the contractor shall develop the necessary business rules, workflow charts, diagrams, etc. and incorporate these into the existing DCDSOPM. As this is a prototype effort, the contractor may be required to attend conference calls and/or meetings with staff from HQ and/or other Regional Offices. In addition, as metadata standards for SDMS-CR are in a dynamic state pending completion of the adoption of Dublin Core nomenclature standards, changes necessitated by the pending migration to Documentum™ or other Agency-specified software, are unknown at this time. Therefore, the contractor shall be required to provide updates to the DCDSOPM for any and all changes as they occur, whether the impact is to metadata standards, workflow or business rules.

Acceptable Quality Level (AQL): All deliverables shall be submitted and/or completed by the due date specified by EPA, and shall be one hundred percent (100%) accurate. The deliverables for this task will be considered accepted upon review and approval by the COTR, based upon the COTR's written direction on the format and content of the requested deliverable.

b. Contract Documents/Work Performed Packages

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To preserve the integrity of Contract Management files, at the direction of the COTR, the Contractor shall capture contract documentation into SDMS-CR on both a D-F and historic basis.

Contracts names and numbers will be used as quasi-site names so that documentation may be directly placed into SDMS. The contractor, in consultation with COTR and identified EPA staff, shall develop business rules and workflow criteria for including these documents into SDMS-CR and for establishing electronic work performed documentation package development.

(1) The contractor shall attend meetings and design sessions with EPA personnel and other technical staff. The specific role will be to assist in the finalization of a process that accomplishes the Agency's goals as efficiently as possible, balancing budget and time constraints, business needs and technical feasibility.

(2) Once the desired process is developed, the contractor shall develop the necessary business rules, workflow charts, diagrams, etc. and incorporate these into the existing DCDSOPM. As this is a prototype effort, the contractor may be required to attend conference calls and/or meetings with staff from HQ and/or other Regional Offices. In addition, as metadata standards for SDMS-CR are in a dynamic state, pending completion of the adaptation of Dublin Core nomenclature standards and as yet to be determined changes necessitated by the pending migration to Documentum™ or other Agency-specified software. Therefore, the contractor shall be required to provide updates to the DCDSOPM for any and all changes as they occur, whether the impact is to metadata standards, workflow or business rules. As with the CRPs, once business processes are completed, it will be necessary for the contractor to provide support in disseminating any new procedures including but not limited to instruction on systems changes and/or requirements necessary to comply with updated processes.

Acceptable Quality Level (AQL): All deliverables shall be submitted and/or completed by the due date specified by EPA, and shall be one hundred percent (100%) accurate. The deliverables for this task will be considered accepted upon review and approval by the COTR, based upon the COTR's written direction on the format and content of the requested deliverable.

c. Superfund Enforcement Pre-records

Performance Requirements: Superfund Enforcement pre-records consist of documents that have not been included in SDMS2 or SDMS-CR to date. There are a wide range of materials that fall into this category, including numerous legal documents (not standard size pages) maps, abstracts, aerial photos, etc. The primary objective is to utilize a stand-alone instance of SDMS2 as an electronic repository for these documents.

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Performance Standards:

- (1) In so doing the contractor shall, in conjunction with EPA staff, develop metadata standards, index schemas, business rules and workflows for capturing these types of documents. This will also include scanning, imaging and tracking them in this separate environment. In addition, the standards and rules developed must align with current SDMS-CR standards and any that arise from changes referenced in B (2) above. In many cases, documents that are originally captured as pre-records will become part of the official records of the agency and therefore need to be included in SDMS-CR.
- (2) This is also a prototype effort and as such, the contractor shall attend conference calls and meetings necessary to develop the appropriate metadata standards, business rules and workflows in conjunction with EPA staff. Once developed, all changes must be incorporated into the DCDSOPM. The intent of this project will be to develop a tool useful to all EPA Regions. As such, the contractor shall be required to attend conference calls and meetings necessary to determine if any changes to the prototype process are necessary. If changes are required, the contractor shall document these changes and incorporate those into the DCDSOPM upon approval of the recommendations by the EPA COTR.
- (3) The planned "end state" of this prototype is to serve as a secure repository for Enforcement documents used by both EPA and the Department of Justice (DOJ) for research, data and document storage of documents and materials useful in preparing litigation against Potentially Responsible Parties (PRPs) under CERCLA. At this stage, the contractor shall be required to attend conference calls, meetings and any planning sessions with EPA staff and possibly counterparts from DOJ. Any resultant changes or updates to metadata standards, business rules, workflows, etc., would have to be incorporated to the DCDSOPM. Again, once business processes are completed, it will be necessary for the contractor to provide support in disseminating any new procedures including but not limited to instruction on systems changes and/or requirements necessary to comply with updated processes.

Acceptable Quality Level (AQL): All deliverables shall be submitted and/or completed by the due date specified by EPA, and shall be one hundred percent (100%) accurate. The deliverables for this task will be considered accepted upon review and approval by the COTR, based upon the COTR's written direction on the format and content of the requested deliverable.

E. SPECIAL PROJECTS**1. Field Imaging**

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The Contractor shall be prepared to send staff into the field to conduct rapid scanning of documents and/or other media on location. In such events the Contractor may be tasked to conduct document preparation, scanning and/or conversion of alternate media sources. Documents to be processed may be colored, oversized, or photographic documents.

Performance Requirements: Contractor shall support EPA by scanning documents and importing electronic documents into the SDMS-CR system. This could include oversized and color documents and photographs.

Performance Standards:

Adhere to DCDSOPM as closely as practical.

Travel to location to conduct rapid scanning. Only necessary and sufficient effort should be expended to produce a collection of images that will be transferred back the EPA Region 6 Superfund Records Liaison. Document preparation may be necessary. An indexing template will be a standard accessory provided by the COTR to list sufficient organizational data about the image collection(s) so that efficient and more complete collection processing may be performed back at the Regional Office. Currently, this involves the use of the SDMS Batch Upload Utility and the templates developed as part of this process. The Contractor should plan a maximum of 60 days of travel at Government travel rates for most requirements; however, larger scale projects of multi-month duration can be expected.

Bar coding of field documents will normally be necessary for paper.

Scan oversize documents with hand scanner (or other process as necessary). Target sheets indicating the position of oversize page inserts shall be scanned into the master document, if any.

Scan color documents / pages when appropriate. Target sheets indicating the position of color page inserts shall be scanned into the master document, if any.

Save scanned images into the established file structure on the laptop hard drive, and create CD-ROMs of the collection. CD creation should be done at least daily, and as often as necessary to preserve images. It is unlikely that a single field event will include scanning more than one site's records, but if this situation does arise, documents for separate sites shall not be co-located in single electronic folders.

Conduct QA/QC as practical.

Replace the paper documents into the containers in which they arrived, and in the organizational form in which they were received, e.g., documents should be arranged in the same order and replaced into the same folders and boxes in which they were received,

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to the degree this all makes sense. Obviously the level of precision required may vary depending on the situation.

Acceptable Quality Level (AQL): In the field, because of the necessity to bulk scan large numbers of files quickly it may be unfeasible to conduct 100% QA/QC of documents at point-of-scan. In field operations the Contractor shall conduct 10% image QC review at point-of-scan using tools provided by the EPA. The Contractor shall however, perform careful inspection of the saved images in order to ensure that the images are present and saved accurately to the CDs/DVDs.

2. Website Development

Superfund enforcement often requires the dissemination of a large volume of information to many parties. The Contractor shall develop and manage, with specifications provide by the COTR, a website to ensure appropriate content to accomplish EPA Superfund Enforcement needs regarding particular sites(s). Domain(s) purchased and websites developed, under this contract are the property of the United States.

Performance Requirements: The Contractor shall prepare and deliver to the government deliverables as specified by at the time of tasking.

Performance Standards: The Performance Standards will be determined and communicated to the Contractor at the time of tasking.

Acceptable Quality Level (AQL): The AQL will be determined and communicated to the Contractor at the time of tasking.

3. Financial Analysis Software Testing

Performance Requirements: The Contractor shall prepare and deliver to the government deliverables as specified by the checklist associated with the tasking document.

Performance Standards: The Contractor may be asked to work with OSRE and Regional case teams to develop and test the usefulness of financial analysis tools (such as spreadsheets and databases) in the context of providing financial analysis expert support for Superfund cases. Deliverables will make clear the methods and considerations upon which recommendations are based

- (a) summarize the substance of the financial issues being addressed;
- (b) list documents received from EPA or from a third party (such as a PRP) which were reviewed and formed a basis for the financial analysis;
- (c) describe the methods of financial analysis used to arrive at recommendations;
- (d) identify relevant EPA guidance documents and how they were applied in the analysis and recommendations;

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(e) explain policy or action alternatives, if any

Acceptable Quality Level (AQL): Eighty-five percent (85%) of the draft report and 100% of the final report adheres to the requirements of the checklist. All mathematical computations reflect 100% QA/QC with a 0% error rate resulting on the final report. Deliverable is received within the agreed-upon delivery date, and Task Order costs are within the amount of the approved work plan.

4. Standard Operating Procedures and Workflow Development and Documentation

E & I tasks are complicated and the Superfund program is continually evolving. To achieve appropriate support, EPA will use of SOPs that exist, recognize needs for modification of existing SOPs, and discover needs for new ones. Therefore, the Contractor may be tasked to recommend new procedures, prepare new or modify existing processes, document existing, modified, or new workflow processes, and prepare revised or new manuals, including the DCDSOPM. This and other manuals shall be kept up-to-date as tasked, and shall include electronic Visio (or other COTR specified) flowcharts of workflow. Revisions shall be incorporated and submitted to the EPA COTR within 60 days of award.

Performance Requirements: The Contractor shall prepare and deliver to the government deliverables as specified by checklist associated with the tasking document.

Performance Standards: The Performance Standards will be determined and communicated to the Contractor at the time of tasking.

Acceptable Quality Level (AQL): The AQL will be determined and communicated to the Contractor at the time of tasking.

F. MEETINGS

1. The Contractor shall meet in EPA offices or conference rooms with the CR/EPA COTR and others at CR/EPA COTR's discretion within five (5) working days of Tasking Order award to formulate initial plans and goals for proposed dates for completion of each goal unique to the particular task. No more than three (3) separate meetings for this purpose will be held for a typical duration of one hour each. The CR/EPA COTR will notify Contractor of the dates, times and places these meetings will be held.

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2. The Contractor shall meet in EPA offices with CR/EPA COTR for status meetings to be held on a monthly basis for the duration of the period of performance, and will typically run for one hour. These meetings may include planning and briefing sessions, discussions of projects, review of processes and procedures, and problem assessment/resolution. On occasion, ad-hoc meetings may be necessary to discuss any or all of the items listed above. These ad-hoc meetings will typically run for no more than half an hour. Anticipate two per month during the period of performance. The COTR will notify the Contractor of the dates, times and places these ad-hoc meetings will be held.

3. It may be necessary to attend meetings for the purpose of training/clarification on any aspect of the work performed under this PWS. This would most likely occur, but is not limited to, in the case of any systems changes, business process changes, or with new EPA employees/employees new to related duties and responsibilities. Should any of these meetings be in support of a specific Superfund site, all time should be charged accordingly. If information applies to multiple sites or is more general in nature, all time should be charged as non-site.

4. The Contractor shall attend other meetings applicable to any part of this PWS as further defined in any Specific Task listed within this PWS. The length and frequency of such meetings will be defined within any applicable Task definition.

H. Reporting

The Contractor shall report project activity to the CR/EPA COTR in writing on a monthly basis as part of the monthly task report. The Contractor shall record workflow in the electronic tracking system known as Workflow Information tracking System (WITS) available from the CR/EPA COTR. The tracking system shall monitor at the document level that also provides up-to-date metrics for each of the data elements 1-7 described below. Report metrics shall include:

1. Total number of documents processed, by site and type (P,E,F)
2. Total number of pages processed, by site and type (P,E,F)
3. QA/QC: Results (number and type of errors by operator/cause) provided to QA/QC Monitor
4. Date and time document processing was completed and returned to the SRC, by site (this is entered in to WITS).
5. Results from obtaining random samples, and for achieving QA/QC confidence levels.
6. The total number of finished products (documents) will also be reported to the Superfund Records Center for updating the records management application.
7. The total number of hours worked and costs incurred in Total as well as subtotals for Site Specific and non-Site, delineated by Site.

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The Contractor shall report items 1-7 above to the CR/EPA COTR in writing on a monthly basis by the beginning of the second week after the month ends. In addition, item 7 must be included as part of the formal monthly invoice, delivered to the payment office (see payment provisions section of this PWS in Attachment A). Weekly reports are due by close of business (COB) each Tuesday. Any changes to reporting requirements can be made at the requirement/direction of the EPA CR upon sufficient notice to the contractor. Sufficient notice would typically be 1-2 reporting cycles.

The CR/EPA COTR may occasionally request other ad-hoc/status reports or changes to the reports described above. Reports will consist of 1-2 pages for a maximum of 20 reports per year.

The Contractor shall also comply with any specific detailed reporting requirements as specified as part of any Task definition within this PWS.

VII. DELIVERABLES

The Contractor shall submit deliverables electronically, on CD-ROM or comparable media, or via electronic mail or posted on a secure website. The particular medium will be selected by the EPA COTR and may change during the period of performance.

DELIVERABLE**SCHEDULE**

- | | |
|--|---|
| 1. Contractor PCs installation | 10 working days after TO award |
| 2. Contractor staff mobilization on-site | 10 working days after TO award. |
| 3. D-F SOP Supplements | Ongoing. |
| 4. Paper documents preparation, scanning and return to the SRC | 10 working days after receipt |
| 5. Electronic document conversion/import | Not more than 2 working days after receipt same day avg. into SDMS-CR |
| 6. Indexing of documents in SDMS-CR SDMS-CR | 10 days after available on-line in |
| 7. 80,000 pages (2100 documents) of Type I Processing completed through steps 1-10. See Table A. | Last day of each month |
| 8. 120,000 pages/images (3400 documents) of Types II & III Processing completed | Last day of each month |

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through steps 1-9. See Table B.

- | | |
|---|---|
| 9. Corrections to problems/errors discovered during QA/QC | 10 days after discovery |
| 10. Weekly Status Reports | COB every Tuesday, beginning two weeks after TO award (template will be provided) |
| 11. Other Task Order/Contract problems report | Immediately (verbal) upon discovery, and written as they occur. |
| 12. Monthly Reports Invoices | As specified in the contract As specified in the contract |
| 13. Task Order Closeout Report | As Requested |

VIII. TASK ORDER PERIOD OF PERFORMANCE

The task order period of performance shall be: from date of award through April 11, 2013.

IX. PERFORMANCE/ACCEPTANCE CRITERIA

The contractor's deliverables shall be inspected by the government for acceptability. Unacceptable deliverables will be returned to the contractor with comments and directions for necessary corrections or rework which may be applicable.

X. EPA CONTACTS

Contract Officer Technical Representative (COTR)
(Tasks B – G) Primary:

Nancy Yarberry
(214) 665-6537

Alternate COTR:

David Parrish
(214) 665-8352

Project Officer (PO):

Karen Hartis
(214) 665-6652

Contracting Specialist (CS):

Latrice Williams
(214) 665-6516

Contracting Officer (CO):
(214) 665-7464

Cora Stanley

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APPENDIX

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Table A

| Type I Processing: Images with associated metadata | % of effort |
|--|-------------|
| Enter document into tracking system. Paper document preparation (insert color guides for scanner and indexers indicating document components and relationships, and target sheets). Currently, most documents are submitted via <i>ExpressLink</i> | 10 |
| Assign bar coded SDMS-CR document identification numbers to each document | 5 |
| Use bar code reader to input number into SDMS-CR (via the Java Consolidated Indexing Application (JCIA) module) | 5 |
| Phase I indexing in accordance with the latest SOP from the Digital conversion Infilling Form (document title, author, date, doc ID#, CERCLIS ID and Operable Unit, if any, Phase Activity and Keyword) | 18 |
| Metapage development (document components and relationships) | 17 |
| Scanning with 100% image scan at point-of-scan | 13 |
| Phase II indexing in accordance with the latest SOP from the images (of up to a dozen additional fields such as Potentially Responsible Parties, Mentioned Names, contract identifiers, etc.) | 12 |
| Metatagging of OCR text file with Section 508 (preparing Agency documents for access through assistive technologies), and other tags such as XML tags, as required. | 9.9 |
| Final quality assurance review of completed product. Apply statistical methodologies and incorporate into the Standard Operating Procedures Manual. When problem areas are discovered do 100% QA review. | 10 |
| Notify Superfund Records Center of records added to SDMS-CR with tracking system report. | .1 |

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Table B

| Type II Processing: Images received from other sources Type III Processing: 25,000 electronic records | % of effort |
|--|--------------------|
| Enter document into tracking system. Prepare images or electronic document for use in SDMS-CR (conversion to PDF, insert bookmarks for document sections). | 20 |
| Assign bar coded SDMS-CR document identification numbers to each document. This will be done electronically. | 5 |
| Perform Phase I or equivalent indexing only for electronic records (see Table A, item #4). | 5 |
| Perform indexing for imaged documents received from other sources in accordance with the latest SOP. | 15 |
| Development metapages (document components and relationships) | 15 |
| Scanning with 100% image scan at point-of-scan | 0 |
| Perform Phase II indexing in accordance with the latest SOP for these images (for those requiring Phase II). | 20 |
| Perform metatagging of OCR text file to comply with Section 508 (preparing Agency documents for access through assistive technologies). Input other metatags such as XML tagging as required. | 9.9 |
| Final quality assurance review of completed product. Apply statistical methodologies and incorporate into the Standard Operating Procedures Manual. When problem areas are discovered do 100% QA review. | 10 |
| Notify Superfund Records Center of records added to SDMS-CR with tracking system report. | .1 |